

SHIP TO ADDRESS VERIFICATION AT REQUISITION:

Create a new requisition and add items to your requisition.

Once you get to the requisition summary panel, click on the 'truck' which indicates "Shipping Information".

Another panel opens that contains a field titled "Ship To Location". You may click the magnifying glass next to the field and select a Ship To location based on a description that has been entered for each location. Select the correct Ship To by double clicking on the location selected.

Then, click on the "Ship To Details" link next to the location field. A new panel will open that shows you the complete address that you selected. Click 'OK'.

If the address that you viewed was incorrect, go back into the Ship To Location magnifying glass and select the ship to location that you wanted. Verify again through the Ship To Details link.